

City of Newport Beach - Building Department

ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
July 28, 1998 Rev. 12/2/98; Rev.1/11/01 Rev. 4/3/01; Rev 9/10/09	Revisions to Drawings	ADMIN-1

Plan check of revisions to approved drawings shall be completed within five working days from the date of submittal. The following procedure is to be followed when processing revisions to approved drawings.

- A. Adding or reducing the scope of approved project requires new submittal under a new plan check number.
- B. Only the registered professional who prepared the drawings may make revisions to his or her drawings.
- C. The revised drawings must remain neat and of professional quality.
- D. Do not allow the use of white out.
- E. Revised details may be taped to the drawings and stapled on the field set, and referenced on the plan.
- F. When substantial revisions are made to the floor plan or framing plan, the entire sheet should be revised and reprinted unless the revision is minor and can be marked up on the drawing by the design professional and maintain clear professional quality subject to acceptance by the plan check engineer. Two sets of the revised sheets are required. Compare the revised drawings with the approved drawings to identify any other revisions, which are not clouded.
- G. On large commercial projects revisions may be approved on 8 ½" by 11" sheets and accumulated by the plan check engineer in a project binder until the drawings are revised to include all the revised details.
- H. All revisions must be clouded, dated, and signed by the design professional.
- I. A plan review fee shall be collected for the revision at the hourly rate approved by resolution of City Council.
- J. Keep all drawings and cross out the superseded sheets on the bottom right hand corner. All superseded and revised sheets will be scanned. Stamp the original document with stamp "see also the clouded revisions on the revised sheet(s)."
- K. Disassemble the approved set and insert revised sheets on top of the respective superseded sheet(s) and reassemble (staple) the set.

Jay Elbettar, Building Director